

State Retirees Benefit Trust Fund Board
Job Description

Job Title: Program Coordinator

Reports To: Board Chair

I. PURPOSE OF THE POSITION

This position will provide administrative and transactional support to the State Retiree Benefit Trust Fund (“SRBTF”) Board.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Coordinate board meeting calendars, including preparing meeting materials, preparing open meeting law notices and preparing minutes of the board meetings.
- Prepare, disseminate and track board correspondence.
- Maintain electronic and hard copy documentation of the Board, including preparation of disposal schedule for archivable documents.
- Coordinate with Pension Reserves Investment Management Board and outside legal counsel regarding applications of entities seeking to invest in SRBTF, investment reports and transfer of funds.
- Work with Office of the Comptroller Assistance Bureau to set up and maintain the SRBTF website.
- Prepare MA Public Records Law Request Responses for the Board.
- Process all accounts payable, accounts receivable, applicable payroll, and audit activities including the following:
 - Process all encumbrance events pursuant to the agency spending plan as approved and communicated by the agency head or designee.
 - Prepare for review accounts payable events including payment processing, vendor management, payment verification, historical data query, contract and lease management.
 - Provide timely processing services to optimize payment terms. Communicate tools/options that will support best value for spending activity.
 - Prepare monthly expenditure reports.
- Coordinate and participate in procurement and contracting process pursuant to Commonwealth requirements
- Prepare reports as required.
- Scan documents

III. OTHER DUTIES AND RESPONSIBILITIES

- Obtain UADs (Universal Access Identification Codes) for users in the department via the ITD InTempo security request application.
- Request access and assign roles for HR/CMS, CIW, and DocDirect via the ITD InTempo application.
- Request access and assign roles for MMARS using the UDOC MMARS transaction.

IV. SUPERVISORY RESPONSIBILITIES

- N/A

V. KNOWLEDGE AND SKILLS

- Knowledge and experience with board meeting practices and administrative procedures including office record keeping, office correspondence, controls and use of office equipment and supplies.
- Ability to communicate effectively and work independently.
- Ability to exercise discretion in handling of confidential information and to exercise sound judgment.
- Ability to maintain accurate records.
- Expertise in using spreadsheets, word-processing software, including Microsoft office suite, Adobe.